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| <b>Building name and address:</b> <b>Hade Edge J,I &amp; N School</b>              |   |  |
| <b>Activity / Environment Description:</b><br><b>COVID-19 CHILD CARE PROVISION</b> | <b>Date of Assessment:</b> 21.5.2020<br>Reviewed. 2.6.2020<br>Reviewed. 8.6.2020                            |   |
| <b>Assessed by (name):</b> <b>Mr J Kilner</b>                                      | <b>Date of Next Review:</b> <b>9.6.2020</b><br><br><b>Or if an incident occurs prior to the review date</b> |   |

**I CANNOT STRESS HOW VITAL IT IS THAT WE ENSURE WE KEEP A DISTANCE FROM ONE ANOTHER WHEN IN SCHOOL, STICKING TO ADVICE OF NOT COMING INTO CLOSE PROXIMITY WITH OTHER ADULTS. ALTHOUGH WE ARE SOCIAL CREATURES WE CANNOT AFFORD TO BE AT THIS PRESENT TIME THEREFORE I EXPECT THIS TO BE RESPECTED BY EVERYONE!**

| R<br>e<br>f<br><br>N<br>o | Hazard                                      | Who<br>is<br>at<br>risk?<br>All=<br>staff/<br>pupil<br>s/<br>pare<br>nts | Control Measures  | L | S/C | Risk<br>Ratin<br>g |
|---------------------------|---|--|---|---|-----|--------------------|
|                           | General                                     |  | <ul style="list-style-type: none"> <li>Safety of water, gas, fire safety, security and all specialist equipment etc is operational and in full working order</li> <li>All staff working directly with pupils are responsible for children are complying with rules and systems</li> <li>Staff must make every effort to maintain the 2 metre distance from each other.</li> </ul>   | 2 | 3   | 6                  |
| 1                         | That social distancing of 2m be maintained? | All  | <ul style="list-style-type: none"> <li>The classrooms and school hall is open and set up with tables and chairs for the pupils who have an allocated place.</li> <li>Resources for pupils will be kept the classrooms and hall. These resources shall be on individual basis where ever possible, eg pen, pencil, crayons, scissors, that is then specific to the individual child for the duration. Resources will be cleaned by staff regularly</li> <li>Children will eat their lunch at these table reducing the furniture movement, thus ensuring the tables are thoroughly cleaned through the day- educational resources need putting away at 12 in preparation for tables for lunch and by 3pm in preparation for leaving.</li> <li>Each class base will have their own set of toilets</li> <li>All children and staff to wash hands following the guidance of the government: on entering/exit of the building, at lunch time, before and after playing outside and at regular intervals. (hand sanitizer also in place)</li> <li>Staff members on site will be limited to reduce contamination risk.</li> <li>Mrs Kaye (caretaker) will enter and exit the building before and after the staff and children.</li> <li>Staff members who are working from offices will respect the social distancing rules and keep their own work area clean</li> </ul> | 2 | 3   | 6                  |

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|   |   |            | <ul style="list-style-type: none"> <li>Staff members who are caring for a group of pupils are predominantly in class bases or in outdoor area</li> <li>We respect the 2 metre rule wherever possible but acknowledge that this rule can not be enforced in every situation</li> </ul>  |        |        |        |
| 2 | That the entry and exit from the school site is safe, keeping the social distancing rule for all? | All<br>All | <ul style="list-style-type: none"> <li>Pupils to enter school site via agreed entry point for their class, at a set time within their social bubble – 2m distance to be applied to all wherever possible</li> <li>No more than one parent per family to drop off/pick up children</li> <li>Parents/adults collecting aware to stand 2m away from the doors – sign acknowledging this on the doors</li> <li>Staff member_ to take responsibility for pupils at agreed drop off points, parents are not permitted in school</li> <li>A notice is on the doors stating parents to ensure they are 2m away before the door will be opened</li> <li>No parents to enter school and no deliveries to be brought in by delivery person, staff member to bring this in.</li> <li>All pupils will arrive at school at a set time (within their social bubble) and will not mix with other children or staff from other groups</li> <li>Time keeping should be strictly adhered to. Pupils arriving late must report to office</li> <li>Pupils will be given a squirt of hand sanitiser on entry each time they enter the classrooms. On entry to the classroom they will wash their hands whilst respecting the 2 metre rule.</li> </ul>  | 2      | 3      | 6      |
| 3 | That pupils on site and PP children are fed?  | All        | <ul style="list-style-type: none"> <li>School cook, arrives at 10:30 to prepare lunch, leaves at 1.30pm</li> <li>School assistant cook arrive at 11.30am and leaves at 1.30pm</li> <li>Judith has organised vouchers for PP pupils. If any enquiries are made speak to Jeff or Judith.</li> <li>Bank holidays etc. Pupils may be requested to bring packed lunches. These should be stored appropriately and pupils to access them only at lunch times</li> </ul>  | 2      | 2      | 4      |
| 4 | That we have reduce and minimised the contamination of resources and work areas and work stations | All        | <ul style="list-style-type: none"> <li>All walkie talkies to be wiped down by each staff member after use and before they are placed back on charge.</li> <li>At the end of the day all desk / table areas must be wiped in the classrooms, with one person working with the children whilst the other person uses antibacterial spray. hall and library so Helen can thoroughly clean the desks / tables</li> <li>All staff drink cups to be washed and put away: leaving the worktop and sink empty for Helen to clean as part of this routine..</li> <li>Staff members should supervise in the classroom / hall preparing children to be ready for pupils exit at the end of the school day, then 2<sup>nd</sup> Staff members will wipe the equipment used.</li> <li>At the end of the school day the pre-set bubbles will exit at different times and from different exit points.</li> <li>The staffroom and staff toilet are both open for the staff during the day.</li> <li>Doors in the classrooms hall, library, office and staffroom to stay wedged open for the whole day (eyfs &amp; Y1 doors left closed but windows open for ventilation)</li> <li>The kitchen is only accessible to catering staff – not school staff</li> <li>Staff members working closely with pupils, ie SEN will have ppe equipment available to them should it be required for instances of toileting support, medical needs and injury.</li> <li>For toileting in close situations such as nappy changing, PPE is advised and available and will be used in line with care plans as normal</li> <li>Pupils will have a collection of personal items such as pencils, rulers, pens etc that they keep for their personal use only</li> </ul> | 2      | 3      | 6      |
| 5 | That the potential risk of the virus entering school  | All        | <ul style="list-style-type: none"> <li>All pupils should bring their own water bottles to school along with their packed lunches. These MUST be taken home daily and washed by parents / carers</li> <li>Pupils and staff to wear clean clothes and to be encouraged to wash these clothes daily after leaving the school site.</li> <li>PPE, is provided within school. This will be distributed where appropriate and other stock kept centrally</li> <li>Tissues and gloves will be available within each class base. Staff to remind pupils to catch coughs and sneezes with</li> </ul>  | 2<br>2 | 3<br>3 | 6<br>6 |

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|   |   |     | <p>tissues or elbow</p> <ul style="list-style-type: none"> <li>• Children should be reminded regularly not to touch their faces.</li> <li>• Peddle bins in use within all class bases. These are used for tissues, paper towels, gloves etc and children should not touch these with their hands, using the peddle instead</li> <li>• Handwashing must take place when children enter at start of day, break and lunchtimes, and at regular intervals. Staff to remind regularly</li> <li>• Hand sanitizer will be used when children first enter school, before children wash hands with soap and water</li> <li>• Doors must be propped open and ventilation in rooms at highest level by opening windows</li> <li>• Children and adults moving through corridors and on staircases should give way to others to avoid stepping too close to one another</li> <li>• Lift will not be used except in exceptional circumstances.</li> <li>• Ppe equipment is available within school. Staff must ensure they are confident with its use</li> <li>• Temperature checks will be taken of each child daily. This will be done as early as possible (after registration) into the school day and the thermometer will be handled by one adult then cleaned before being passed to the next bubble group</li> </ul>  |   |   |   |
| 6 | The childcare provision provides Safeguarding   | All | <ul style="list-style-type: none"> <li>• Most staff are First Aid trained so there is always at least one first aider on site</li> <li>• We will have at least one paediatric first aider on site at all times.</li> <li>• All first aid will be addressed in usual school approach</li> <li>• DSL and/or DDSL work from site mainly but are contactable via telephone if not on site</li> </ul>  | 3 | 1 | 3 |
| 7 | For communication and duty of care to staff, pupils and families are clear as times move on | All | <ul style="list-style-type: none"> <li>• Any safeguarding issues must be reported to DSI / DDSL in usual way</li> <li>• If SLT are on premises please update them verbally should any communication be required</li> <li>• Jeff will be fully contactable in the event of not being in school and regarding any points but needs to be the strategic leader planning for changes and assessing constant sustainability. Some of your questions might be unanswerable at this point but I will do my best with the advice and current situation.</li> <li>• If staff have any concerns related to their health and the health of anyone in their household/dependant they are to let me know so I can try my hardest to look after them.</li> <li>• If there are no pupils due for childcare the school will close for that day but be flexible for days beyond that</li> <li>• Staff are made aware that they might need to be called even if they are not due to be working from school that day</li> <li>• All telephone calls to take place from the school office and using school devices this should take place</li> <li>• In the event of telephone calls being made by staff from their personal mobile telephones this should be discussed with the Headteacher / DSL first.</li> <li>• In the event where a telephone number is rung from a staff members mobile telephone device to a school family, then the staff's mobile number should be 'withheld' and the contact number deleted from their call log once this takes place. Personal devices should only be used when there is no alternative – school telephones are to be used wherever possible.</li> <li>• Wellbeing conversations will be made to staff occasionally during this crisis period. These will take place within the school where possible</li> <li>• Staff can contact the Headteacher with questions, concerns or queries</li> </ul> | 3 | 1 | 3 |
| 8 | Illness in the staff household/pupils and their   | All | <ul style="list-style-type: none"> <li>• If the symptoms are that of the COVID-19 virus then the member of staff or pupil must be sent home and be <u>in isolation for 14 days</u> with their household following the government guidelines. We will not accept any other siblings or them back prior to this time. Parents/carers will be requested to take the child for a covid 19 test and inform school if this is positive. Public health will be consulted for advice on whether or not to send the whole bubble of children home to self-isolate for 14 days.</li> </ul>  | 2 | 3 | 6 |

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|    | households   |     | <ul style="list-style-type: none"> <li>In the event of illness please telephone me (parents will be asked to notify the school at the earliest opportunity by phone or email) regarding if you or anyone in your family have the covid-19 symptoms.</li> <li>In relation to separate illnesses which are not COVID-19 symptomatic then staff still need to follow the same guidelines of making contact via a voice call to the headteacher. The usual process of self-certifying for 7 days is still the HR process and after that point you will require a doctor's note.</li> </ul>   |   |   |   |
| 9  | That cleaning is thorough, focused and the plan robust to eliminate risk | All | <ul style="list-style-type: none"> <li>The school areas open are: the school hall, MM room, TT room corridors, office, library, staff and pupil toilets – All areas to be cleaned at least daily</li> <li>Pupil work stations 2x a day</li> <li>Staff work stations 2x a day by the staff member &amp; caretaker</li> <li>Work surfaces, floors and handles to be thoroughly cleaned using disinfectant to kill any germs</li> <li>All peddle bins to be double bagged before disposing</li> <li>Frequently touched item such as photocopiers, IT equipment, EYFS equipment, kettles, table tops etc to be cleaned on an 'at least' daily basis. Wipes are readily available next to photocopier for use each time.</li> <li></li> </ul> | 1 | 3 | 3 |
| 10 | School closure   | all | <ul style="list-style-type: none"> <li>In event of a school closure contact emergency planning team for local public health advice. Telephone – 01484 221000. Extension 72434.</li> </ul>  |   |   |   |

**Key to Risk Ratings:**

**Likelihood:**

- 1 – Highly unlikely
- 2 – Unlikely
- 3 – Likely

**Severity/consequences:**

- 1 – Slightly harmful
- 2 – Harmful
- 3 – Extremely harmful

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**Risk rating (SC x L):**

- 1 – Trivial risk                      6 – Substantial risk
- 2 – Tolerable risk                    9 – Intolerable risk
- 3 – 4 – Moderate risk

**THIS RISK ASSESSMENT MUST BE SHARED WITH ALL NECESSARY PERSONS**

The manager must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments.

The monitoring of the above will be carried out by the head teacher and assistant head teacher.

| <u>Staff</u> | <u>Signature</u> |
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